



# CITY OF HOUSTON

## Job Posting

AP

**Applications accepted from:**

**All PERSONS INTERESTED**

**Job Classification**

**PROJECT TECHNICIAN I**

**Posting Number**

**PN# 110682**

**Department**

**Department of Public Works and Engineering**

**Division**

**Public Utilities Division**

**Section**

**Utility Maintenance Branch**

**Reporting Location**

**611 Walker\***

**Workdays & Hours**

**M - F, 8 a.m. - 5 p.m. \***

*\*Subject to change*

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs a variety of administrative activities, such as filing, reproduction, preparation of requisitions and data entry and retrieval. Operates various standard offices, engineering and drafting machines. Prepares technical engineering drafting of plans and specifications for various projects. Draws plans and profiles. Plots existing utilities/streets from field books. Compiles master files on original mylars. Performs reference drawings. Conducts simple field investigations and special studies. Prepares, maintains and update reports and records.

**WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six months of related experience, such as engineering, drafting, and/or designing, are required.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with experience in Microsoft applications (i.e. Word, Excel, Access and Outlook) and knowledge of Infrastructure Management system (IMS) or a work order tracking system application.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 8**  
\$ 666 - 920 Biweekly                      \$ 17,316 – 23,920 Annually

**OPENING DATE**

**May 24, 2006**

**CLOSING DATE**

**June 6, 2006**

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer